



# Introduction to Microsoft Office Suite: Capabilities and Navigation

Common Features of the Microsoft Office Interface.....	2
Starting an Office 2013 Application .....	2
Using the Ribbon.....	4
Backstage View.....	5
Common Keyboard Shortcuts .....	5
PowerPoint 2013 Features .....	6
Command Tabs .....	7
PowerPoint Views.....	8
Microsoft Word 2013 Features .....	10
Command Tabs .....	11
Excel 2013 Features.....	13
Command Tabs .....	14

Microsoft Office 2013 is a comprehensive, interactive set of applications designed to accomplish a wide arrange of business needs. Each application has specific areas of strength but the intent is for these applications to be integrated easily, and for products created in them to be shared quickly and securely.

Program	Description
Word 2013	Word processor used to create text based documents
Excel 2013	Spreadsheet program used to analyze numerical data and create reports
PowerPoint 2013	Graphical presentation program used to create presentation materials
Outlook 2013	Desktop organizer and messaging client
One Note 2103	Note-taking and information organization tools
Access 2013	Database manager used to organize manage and display a database

All of the programs have similar appearances, features and controls. This document is a highly recommended prerequisite to any of the Microsoft Office courses offered by the Computer Training Center (CTC). It will outline how to open and navigate the layout of these applications and help identify which application is best suited to accomplish certain workplace tasks. With these introductory understandings in your back pocket, you will be prepared to accomplish the intermediate-to-advanced skills addressed in CTC workshops.



For software training, contact the Computer Training Center (CTC) at 358-1111 or visit the CTC Web site at <http://itcd.hq.nasa.gov/ctc>.

## Common Features of the Microsoft Office Interface

This section will walk you through the common interface and application features so you can get a feel for how Office 2013 works. We will use Microsoft PowerPoint to illustrate these features.

The “User Interface” is a set of graphical elements that are designed to help you interact with the program and provide instructions as to the actions you want the application to perform. These include:

- The Ribbon
- The Quick Access Toolbar
- Menus
- Dialog boxes
- The File Tab and Backstage View

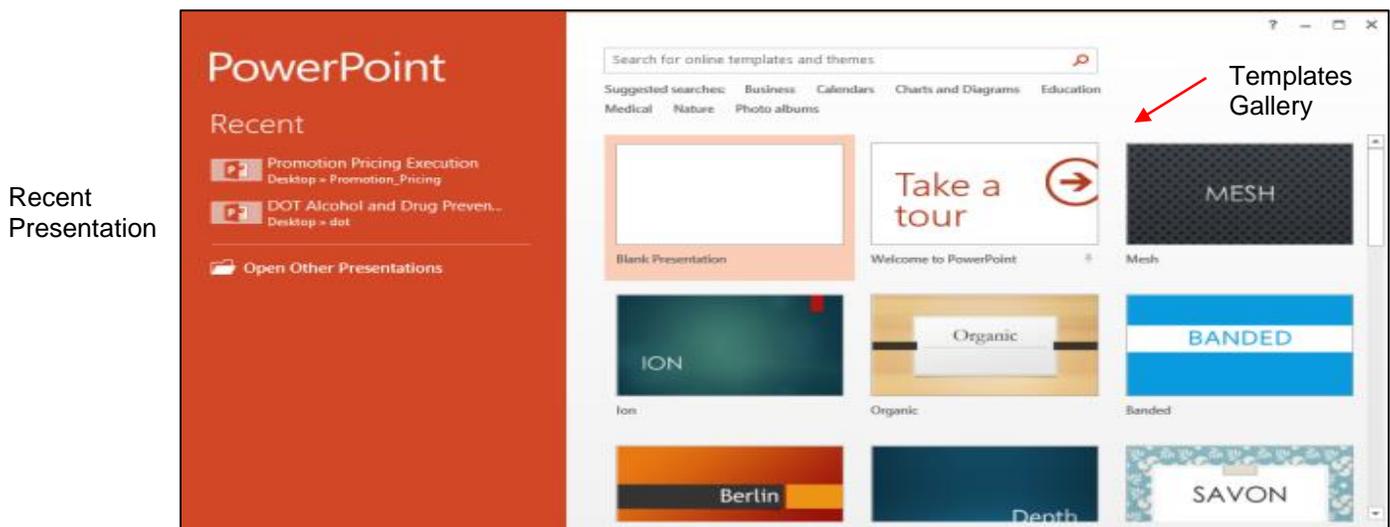
## Starting an Office 2013 Application

To demonstrate these common features, you will need to start the PowerPoint application. The most common method to open an application is to double click on the application  icon on the desktop. This process works the same with all Microsoft Office applications, such as Word, Excel and Outlook:



**Usability Tip:** Alternatively, you can open applications by searching for them in the explorer or going to their location from the Start menu: All Programs | Microsoft Office 2013.

When a Microsoft Office application is started, it displays the Start screen, which displays a list of recently opened documents on the left and a gallery of thumbnail images of available templates in the center. Microsoft Office applications default to the “Blank Presentation/Document” thumbnail, which is used to create content from scratch.



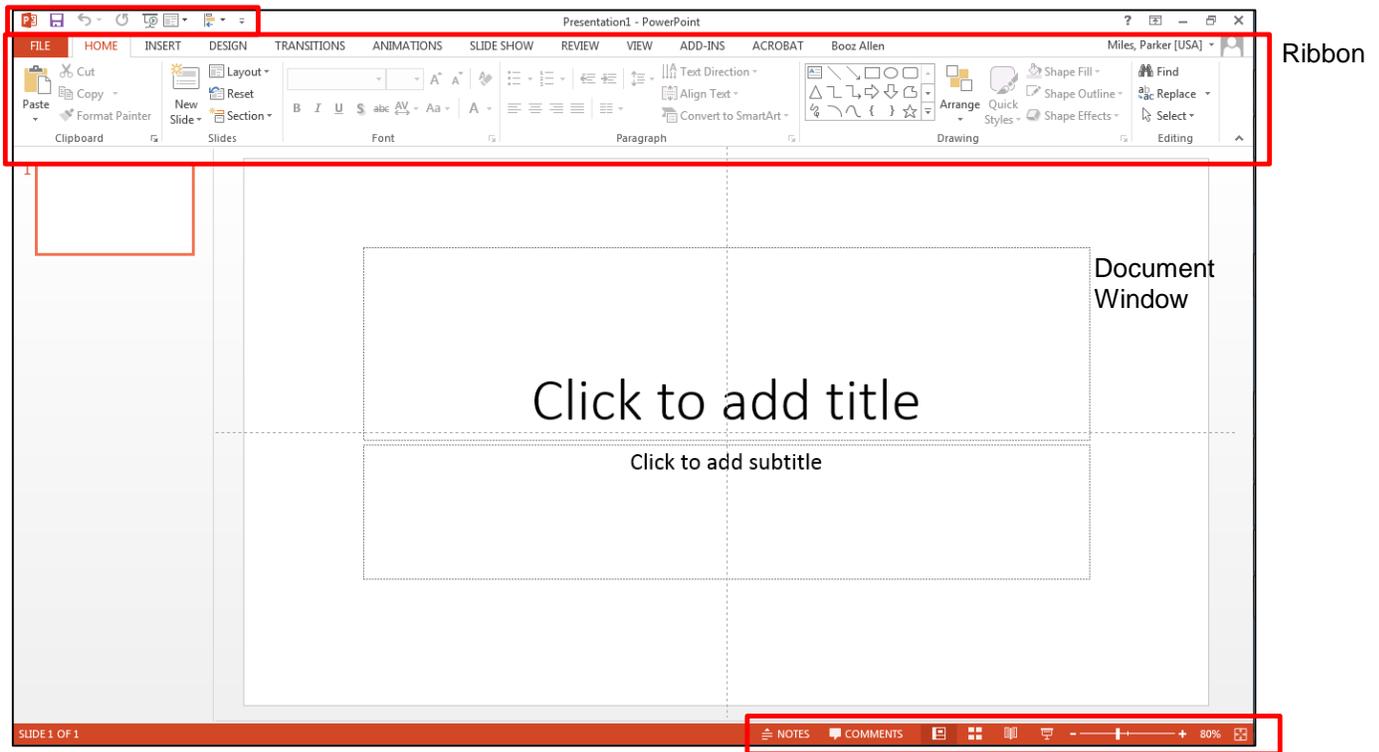
The blank presentation template displays in the PowerPoint window. The center of the title bar displays the file name and program name (PowerPoint in this case). At either end of the title bar, there are **buttons**, graphical elements that perform actions when clicked using the mouse. First is the Window button, which allows you to size, move, and close the application window. To the right of the Window button is the **Quick Access Toolbar (QAT)** which hosts frequently used commands. It includes Save, Undo, and Repeat commands by default. You can customize the QAT with your own frequently used buttons by selecting the dropdown.

On the right side, five more buttons display The Help button  which accesses the program's help system.

The Ribbon display options button  controls the display of the tabs and ribbon, with options to display the tabs and ribbon. The last three buttons are controls for the size of the window -- minimizing, maximizing, or closing the application. .

Below the title bar is **the Ribbon**, which houses a large arsenal of commands and tools to work in your document. The far right hand side of the ribbon is a login icon which indicates whether you are logged into Microsoft Office's online services. The location and structure of the ribbon is the same in all the Office applications, but specific commands will vary by application.

Quick  
Access  
Toolbar



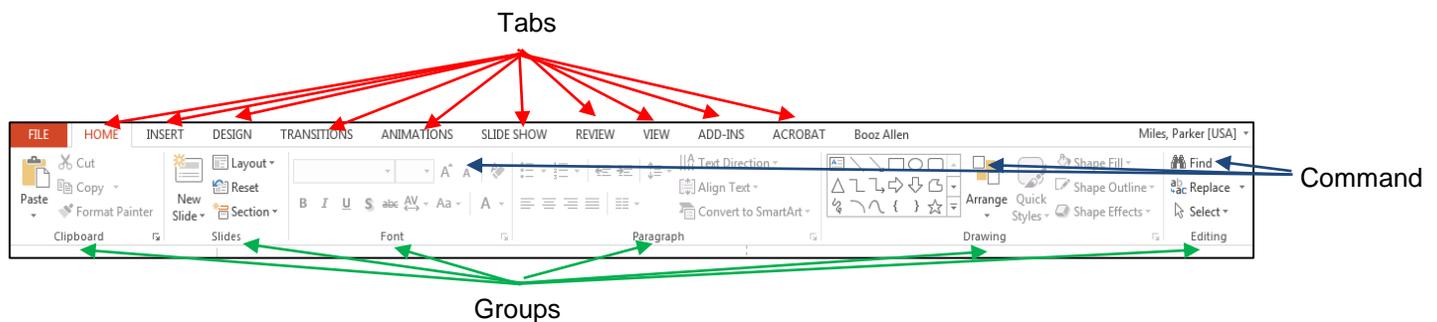
Status  
bar

The main section of the screen is known as the **document window**. It displays open application files. In PowerPoint it is a blank presentation; in Microsoft Word, it would display as a document; in Excel it would display as a blank workbook. To the right of the document window is a vertical **scroll bar** which allows you to move up and down in the document to view new information. A horizontal scroll bar at the bottom of the window allows you to move left and right within the document. The scroll bar will not appear in the window unless it is necessary.

The bottom of the application displays another common feature of Microsoft Office applications, the **status bar**. It contains information about the file you have open, as well as features to help you view the file. Like the ribbon, the specific contents of the status bar will vary depending on the application open.

All of the Office applications' status bar contain view buttons that are used to change how the content of the page is shown. Finally, there is a **zoom slider** at the far right of the status bar which can be dragged left and right to "zoom in" or "zoom out" to see the appropriate amount of the document.

## Using the Ribbon



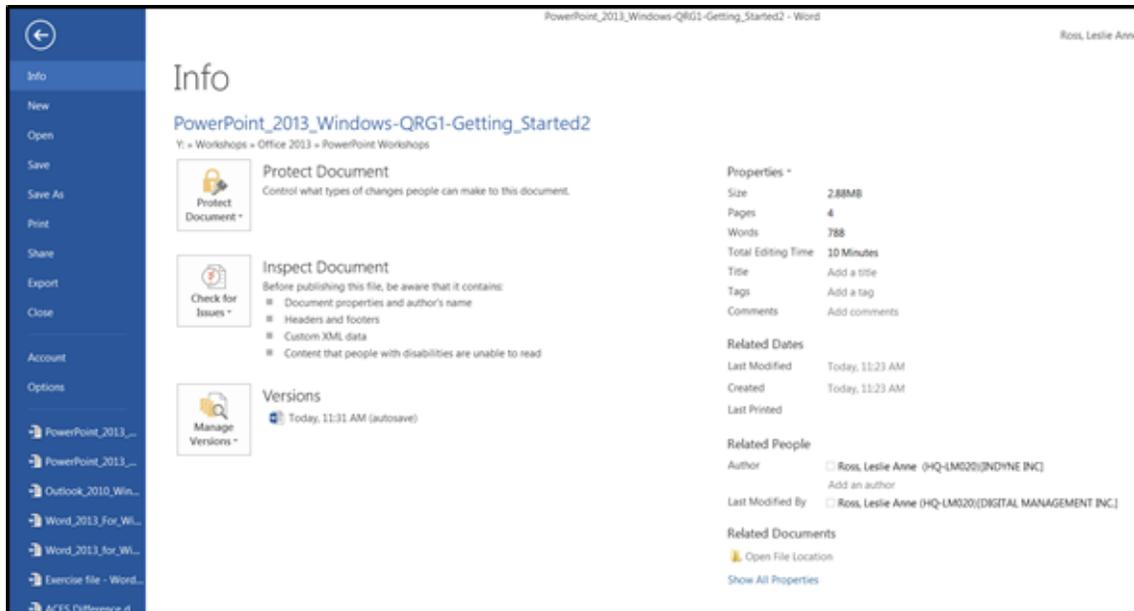
The Ribbon has three basic parts: tabs, groups, and commands. **Tabs** are used to divide the ribbon into related activity areas. Each tab is then divided into **Groups** made up of related items. These items are **commands**. Selecting a command either performs the action or displays a list of additional options. The content of the Ribbon tab will vary from application. The following section will focus on the capabilities and features of each application's ribbons and capabilities.

## Backstage View

The **Backstage View** includes many tasks that were traditionally located in Tools and Options in previous versions of PowerPoint. While the ribbon contains commands for working in a PowerPoint file, the Backstage View contains commands to do things to a PowerPoint file.

Click the File Tab to access the Backstage View.

- Options include Save As, Open, Print, Help and Exit.
- Click Info to apply protection, to check for issues and manage versions.
- Click Options to adjust your preferences.



## Common Keyboard Shortcuts

Microsoft Office contains a series of keyboard shortcuts designed to simplify the user's experience. While each individual application has its own specific shortcuts that carry out specific actions, there are some general shortcuts that function across the entire suite:

<b>Function</b>	Copy	Cut	Find	Go To	Help	Hyperlink	New	Open
<b>Shortcut</b>	Ctrl + C	Ctrl + X	Ctrl + F	Ctrl + G	F1	Ctrl + H	Ctrl + N	Ctrl + O
<b>Function</b>	Paste	Print	Replace	Save	Select All	Spell Check	Undo	Redo
<b>Shortcut</b>	Ctrl + V	Ctrl + P	Ctrl + H	Ctrl + S	Ctrl + A	F7	Ctrl + Z	Ctrl + Y

---

## PowerPoint 2013 Features

---

Although creating an effective presentation is a complicated process, PowerPoint 2013 helps simplify this process by providing assistance in the content development phase, as well as in the layout and design phase. PowerPoint includes features such as text handling, outlining, graphing, drawing, animation, clip art, and multimedia support. In addition, the program suggests layouts for different types of presentations and offers professionally designed templates to help you produce a presentation that is sure to keep your audience's attention. In addition, you can quickly produce the support materials to be used when making a presentation.

### Develop, Enter, and Edit Content

The content development phase includes deciding on the topic of your presentation, the organization of the content, and the ultimate message you want to convey to the audience. As an aid in this phase, PowerPoint 2013 helps you organize your thoughts based on the type of presentation you are making by providing both content and design templates. Based on the type of presentation, such as selling a product or suggesting a strategy, the template provides guidance by suggesting content ideas and organizational tips. For example, if you are making a presentation on the progress of a sales campaign, the program would suggest that you enter text on the background of the sales campaign as the first page, called a **slide**; the current status of the campaign as the next slide; and accomplishments, schedule, issues and problems, and where you are heading on subsequent slides.

### Design Layouts

The layout for each slide is the next important decision. Again, PowerPoint 2013 helps you by suggesting text layout features such as title placement, bullets, and columns. You also can incorporate graphs of data, tables, organizational charts, clip art, and other special text effects in the slides. PowerPoint 2013 also includes professionally designed themes to further enhance the appearance of your slides. These themes include features that standardize the appearance of all the slides in your presentation. Professionally selected combinations of text and background colors, common typefaces and sizes, borders, and other art designs take the worry out of much of the design layout.

### Deliver Presentations

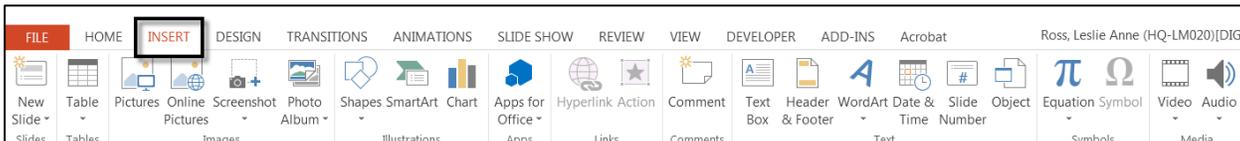
After you have written and designed the slides, you can use the slides in an onscreen electronic presentation or a Web page. An onscreen presentation uses the computer to display the slides on an overhead projection screen. As you prepare this type of presentation, you can use the rehearsal feature that allows you to practice and time your presentation. The length of time to display each slide can be set and your entire presentation can be completed within the allotted time. A presentation also can be modified to display on a Web site and run using a Web browser. Finally, you can package the presentation to a CD for distribution.

## Command Tabs

### Command Tab Home: Clipboard, Slides, Font, Paragraph, Drawing and Editing



### Command Tab Insert: Slides, Tables, Images, Illustrations, Apps, Links, Comments, Text, Symbols and Media



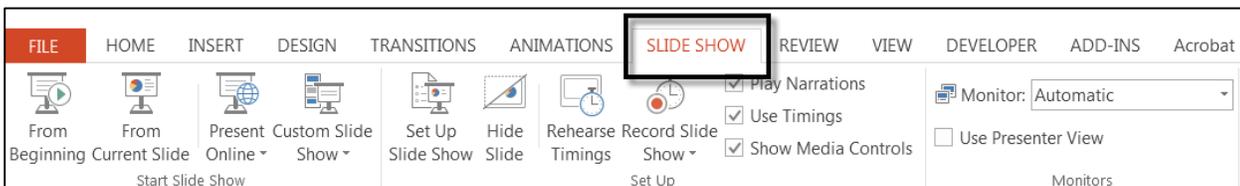
### Command Tab Design: Themes, Variants and Customize



### Command Tab Transitions: Preview, Transition to This Slide and Timing



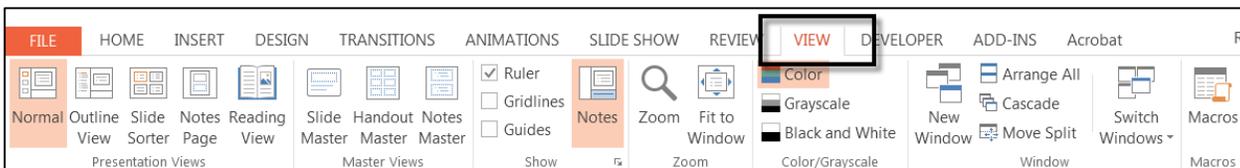
### Command Tab Slide Show: Start Slide Show, Set Up and Monitors



### Command Tab Review: Proofing, Language, Comments, Compare and OneNote



### Command Tab View: Presentation Views, Master Views, Show, Zoom, Color/Grayscale, Window and Macros



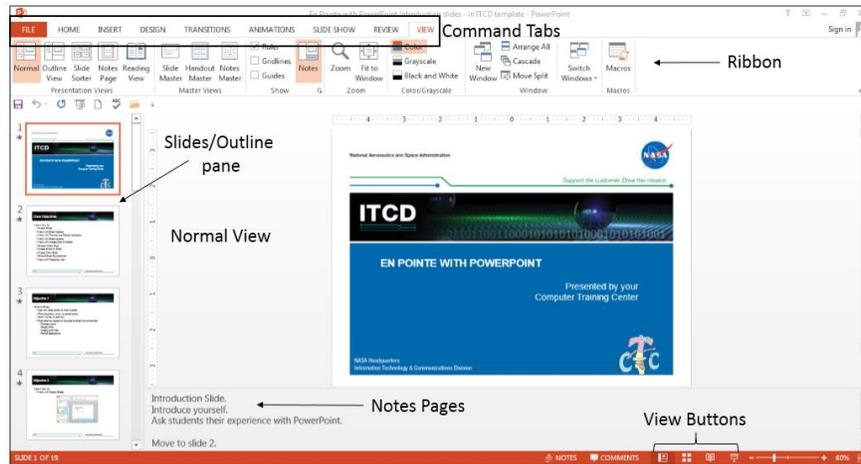
## PowerPoint Views

There are several views in PowerPoint – Normal, Outline, Slide Sorter, Notes Pages, Reading View and Slide Master Views. There are specific scenarios for which each view is the preferred view. Below are screenshots of the views and the preferred uses for each. To access the views, click **View Tab** or use the **View** buttons in the bottom right corner of the screen.



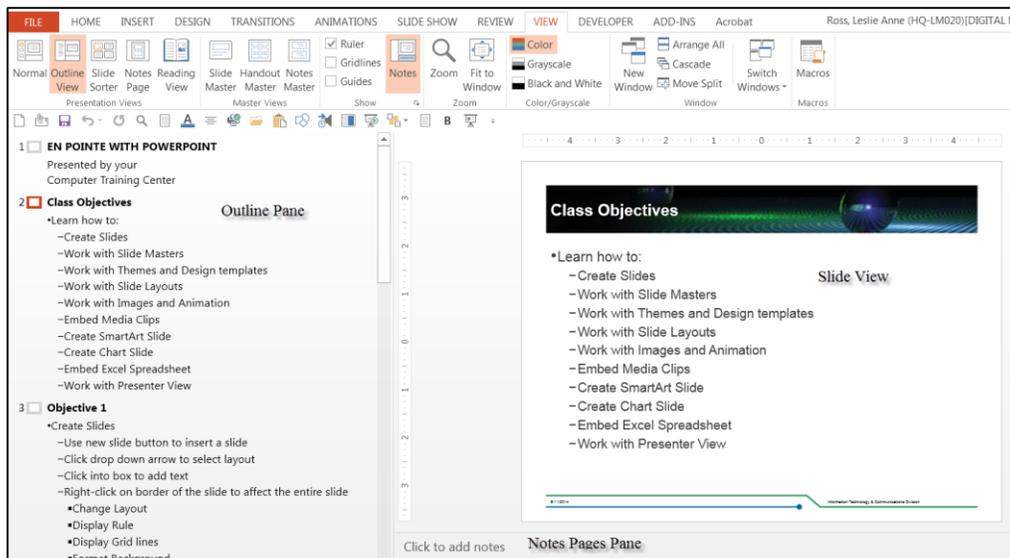
**Normal View:** Best used for editing and inserting objects on the slide

- Normal view includes the Slide/Outline pane to the left with thumbnails of the slides to use to navigate, a large view of the slide itself and the Notes Page pane at the bottom to enter the speaker's notes.



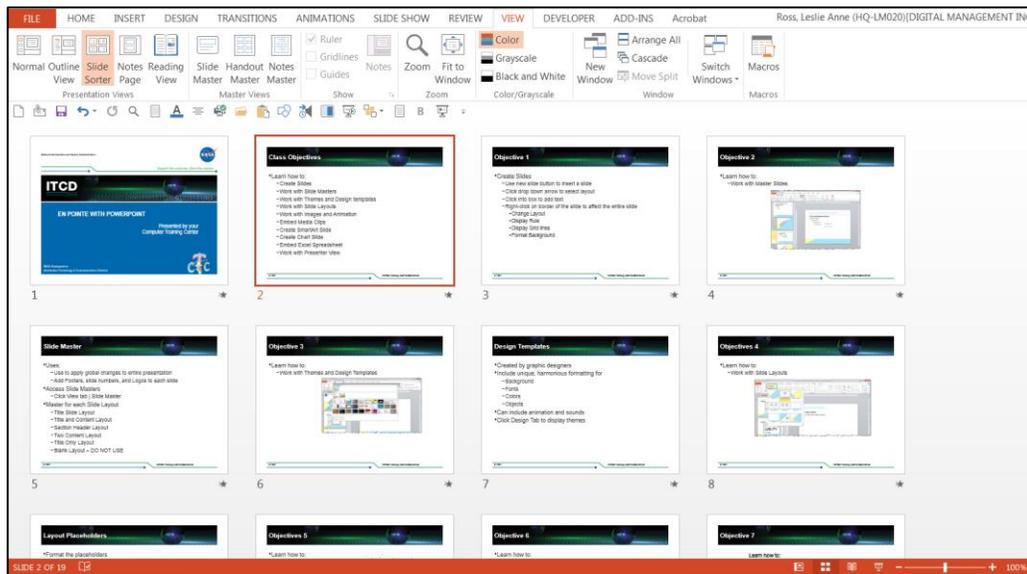
**Outline View:** Best used to enter text in bulleted lists

- In the Outline view, you can type the text without concern for placement or other objects.
- To indent a bullet, press **Tab**.
- To promote a bullet, press **Shift + Tab**. You can also use the **Promote** and **Demote** buttons  on the **Home** tab.



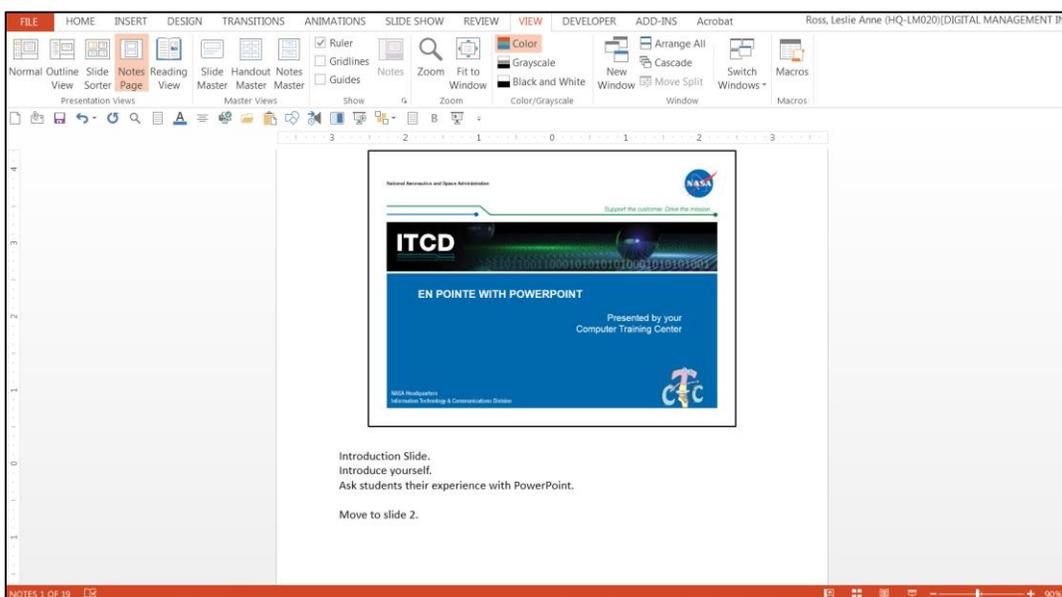
**Slide Sorter View:** Best used to apply transitions, move, delete or copy slides

- To apply a transition, select all the slides, click **Transitions Tab**, and apply a Transition from the Gallery provided.
- To copy a slide, right-click on the slide and select **Copy** from the shortcut menu. Move to the insertion point and paste.
- To delete a slide, click on the slide and press the **Delete** key on your keyboard.
- To move a slide, click on the slide and hold your mouse. Drag the slide to the new position and release the mouse.

**Notes Pages View:** Best used when entering the speaker's notes.

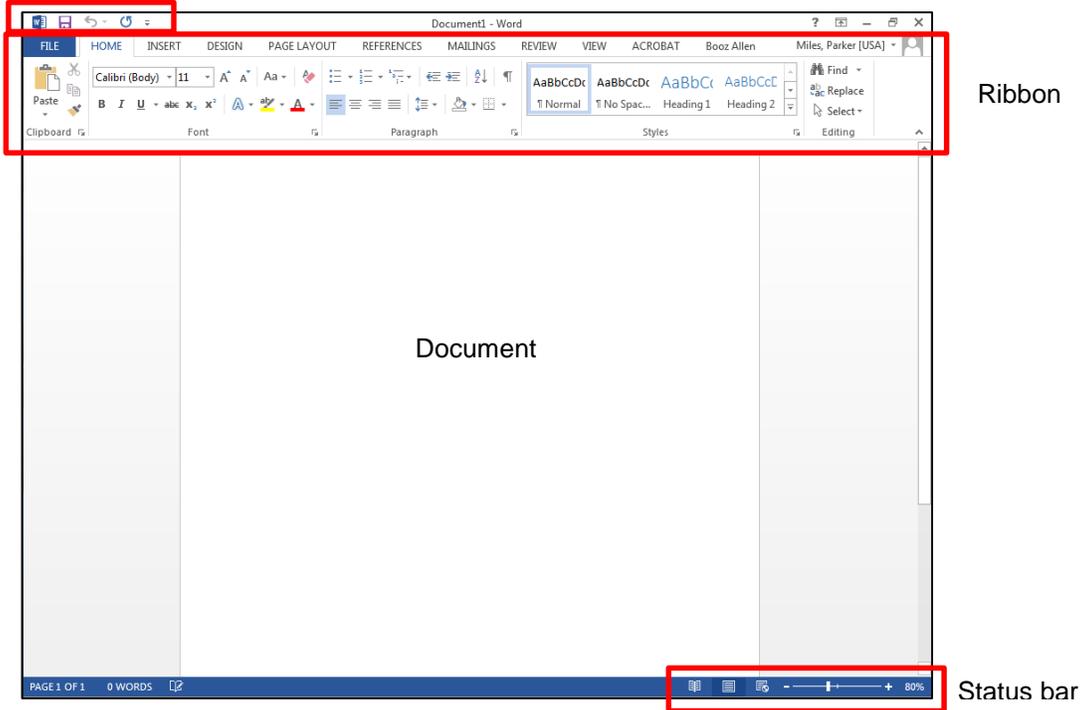
- This view displays the slide in a half page format with the Notes data entry field below it.

Click into the **Notes page frame** and type the notes for each slide



## Microsoft Word 2013 Features

### Quick Access Toolbar



### Edit Content

Word 2013 gives users the ability to quickly and efficiently **edit** a document. Basic document editing involves correcting spelling, grammar, and sentence-structure errors and revising or updating existing text by inserting, deleting, and rearranging areas of text. For example, a document that holds employee contact information can easily be updated to reflect new hires. A document that details processes can be revised by removing old processes and inserting new ones. Many of these changes are made easily by cutting or copying selected text and then pasting the cut or copied text in another location in the same or another document.

To support your production of a perfect document, Word 2013 utilizes many additional editing support features. The AutoCorrect feature monitors the spelling and grammar in a document in real time. Common errors are corrected automatically for you. AutoCorrect identifies other errors and suggests options for correction. A thesaurus can be used to display alternative words that have a meaning similar or opposite to a word you entered. The Find and Replace feature can be used to quickly locate specified text and replace it with other text throughout a document. In addition, Word 2013 includes a variety of tools that simplify the process of many common tasks, such as creating tables, form letters, and columns.

### Format Content

You also can easily control the appearance or **format** of the document. The most obvious formatting tool is the ability to apply different fonts (letter styles and sizes) and textual appearance changes such as bold, italics, and color to all or selected portions of the document. Additionally, you can add color shading or background images behind lines of text, entire paragraphs, or whole pages to add contrast or signal importance. Other formatting features include changes to the document as a whole, such as the line spacing and alignment of text between the margins. You also can format the document by customizing page numbers and margin settings

To make formatting even easier, Word 2013 includes Document Themes and Styles. Document Themes automatically apply a consistent font, color, and line effect to a document. Styles apply the selected style design to a selection of text. Further, Word 2013 includes a variety of built-in preformatted content that helps you quickly produce modern-looking, professional documents. Among these are galleries of cover page designs and header and footer designs. While selecting many of these design choices, a visual gallery is displayed, making it easy to see how the design would look in your document. In addition, you can select from a wide variety of templates to help you get started on creating many common types of documents such as flyers, calendars, faxes, newsletters, and memos.

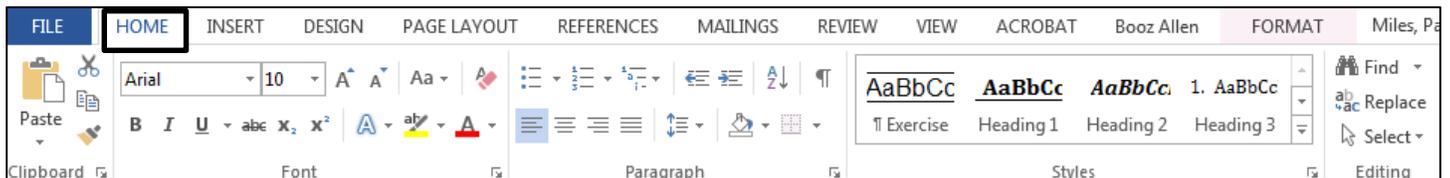
## Insert Illustrations and Videos

To enhance the appearance of your documents, you can insert many different types of graphic elements. These include drawing objects, SmartArt, charts, pictures, clip art, screenshots, and videos. The drawing tools supplied with Word 2013 can be used to create your own drawings, or you can select from over 100 adjustable shapes and modify them to your needs. All drawings can be further enhanced with 3-D effects, shadows, colors, and textures. SmartArt graphics allow you to create a visual representation of your information. They include many different layouts such as a process or cycle that are designed to help you communicate an idea.

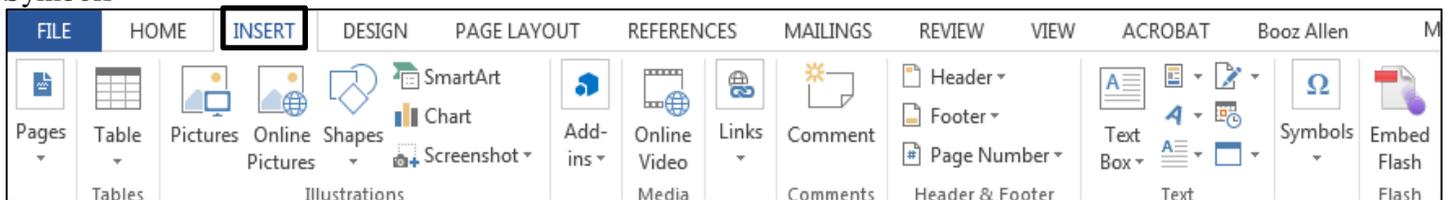
Charts can be inserted to illustrate and compare data. Complex pictures can be inserted in documents by scanning your own, using supplied or purchased clip art, or downloading images from the Web. Additionally, you can quickly capture and insert a picture, called a screenshot, from another application running on your computer into the current document. Finally, you can easily find and insert videos from different online sources to enhance your document.

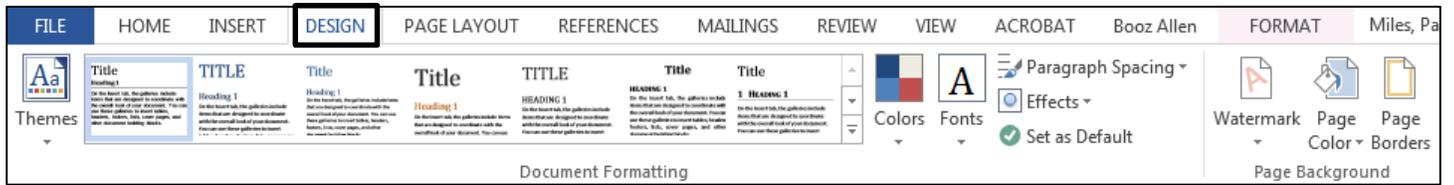
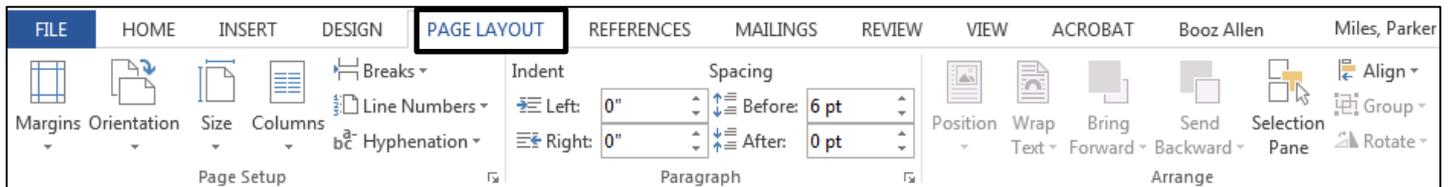
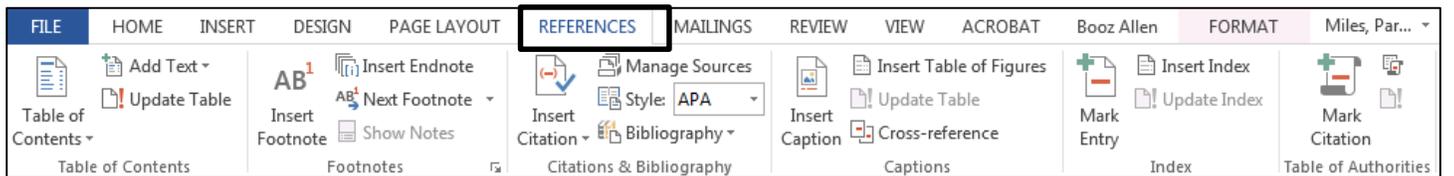
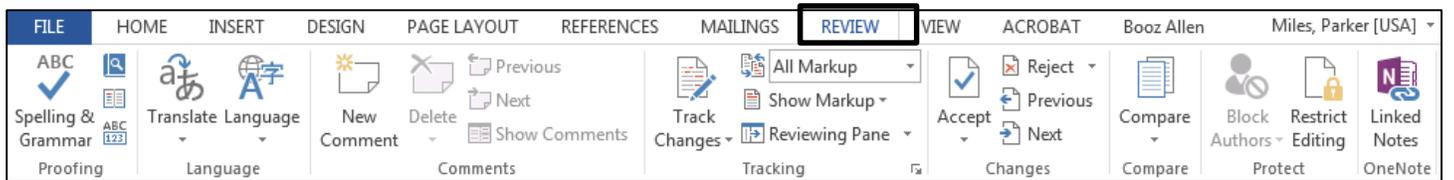
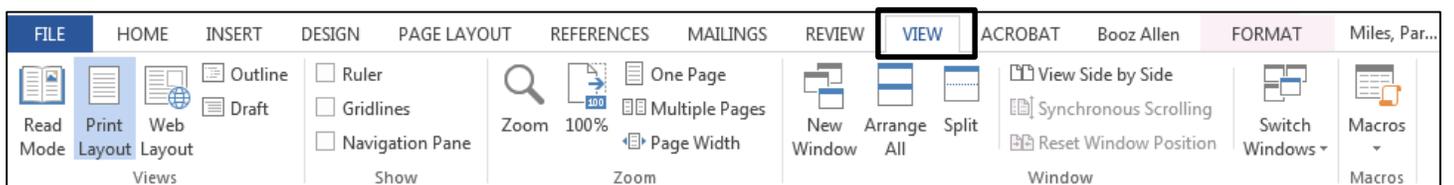
## Command Tabs

### Command Tab Home: Clipboard, Font, Paragraph, Styles and Editing

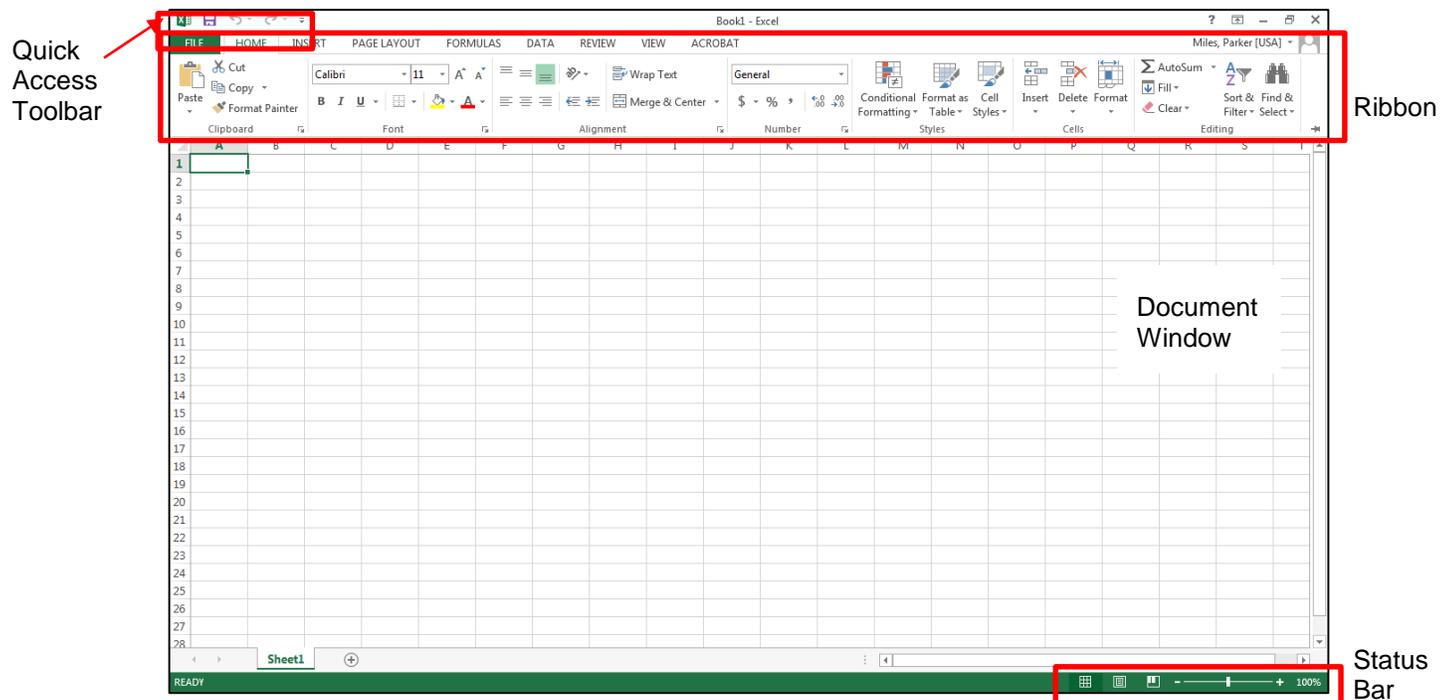


### Command Tab Insert: Pages, Tables, Illustrations, Apps, Media, Links, Comments, Header & Footer, Text and Symbols



Command Tab Design: Themes, Document Formatting and Page BackgroundCommand Tab Page Layout: Page Setup, Paragraph and ArrangeCommand Tab References: Table of Contents, Footnotes, Citations & Bibliography, Captions, Index and Table of AuthoritiesCommand Tab Mailings: Create, Start Mail Merge, Write & insert Fields, Preview Results and FinishCommand Tab Review: Proofing, Language, Comments, Tracking, Changes, Compare, Protect and OneNoteCommand Tab View: Views, Show, Zoom, Window and Macros

## Excel 2013 Features



Excel 2013 includes many features that not only help you create a well-designed worksheet, but one that produces accurate results. The features include the ability to quickly edit and format data, perform calculations, create charts, and print the spreadsheet. Using Excel 2013, you can quickly analyze and manage data and communicate your findings to others. The program not only makes it faster to create worksheets, but it also produces professional-appearing results.

### Enter and Edit Data

The Microsoft Excel 2013 spreadsheet program uses a workbook file that contains one or more worksheets. Each worksheet can be used to organize different types of related information. The worksheet consists of rows and columns that create a grid of cells. You enter numeric data or descriptive text into a cell. These entries can then be erased, moved, copied, or edited.

### Format Data

Like text in a Word document, the design and appearance of entries in a worksheet can be enhanced in many ways. For instance, you can change the font style and size and add special effects such as bold, italic, borders, boxes, drop shadows, and shading to selected cells. You also can use cell styles to quickly apply predefined combinations of these formats to selections. Additionally, you can select from different document themes, predefined combinations of colors, fonts, and effects, to give your workbooks a consistent, professional appearance.

Unlike the Word application, Excel includes many formatting features that are designed specifically for numeric data. For example, numeric entries can be displayed with commas, dollar signs, or a set number of decimal places. Special formatting, such as color bars, can be applied automatically to ranges of cells to emphasize data based on a set of criteria you establish and to highlight trends.

## Analyze Data

The power of a spreadsheet application is its ability to perform calculations from very simple sums to the most complex financial and mathematical formulas. Formulas can be entered that perform calculations using data contained in specified cells. The results of the calculations are displayed in the cell containing the formula. Predefined formulas, called functions, can be used to quickly perform complex calculations such as calculating loan payments or performing a statistical analysis of data.

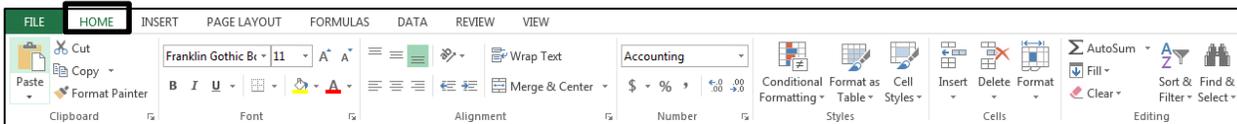
Analysis of data in a spreadsheet once was too expensive and time-consuming. Now, using electronic worksheets, you can use what-if or sensitivity analysis by changing the values in selected cells and immediately observing the effect on related cells in the worksheet. Other analysis tools such as Solver and Scenarios allow you to see the effects of possible alternative courses of action to help forecast future outcomes.

## Chart Data

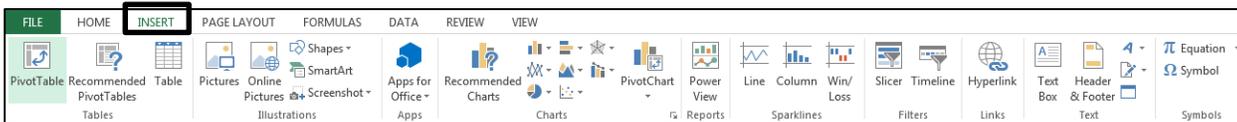
Using Excel, you also can produce a visual display of numeric data in the form of graphs or charts. As the values in the worksheet change, charts referencing those values automatically adjust to reflect the changes. You also can enhance the appearance of a chart by using different type styles and sizes, adding three-dimensional effects, and including text and objects such as lines and arrows.

## Command Tabs

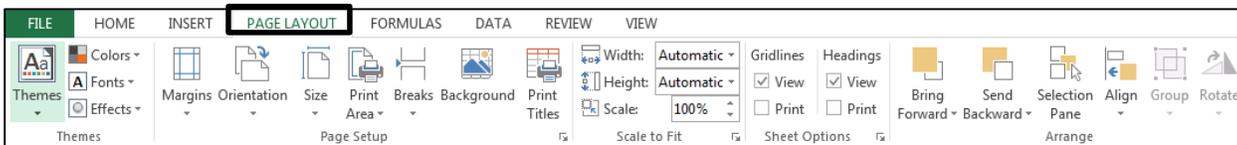
Command Tab Home: Clipboard, Font, Alignment, Number, Styles, Cells, and Editing.



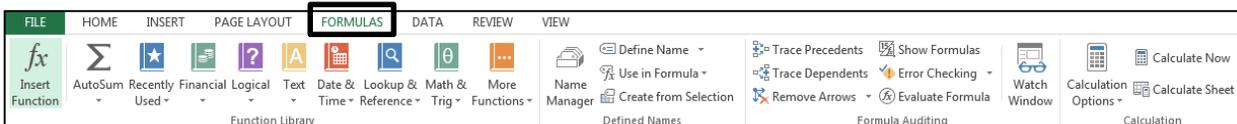
Command Tab Insert: Tables, Illustrations, Apps, Charts, Reports, Sparklines, Filter, Links, Text and Symbols.

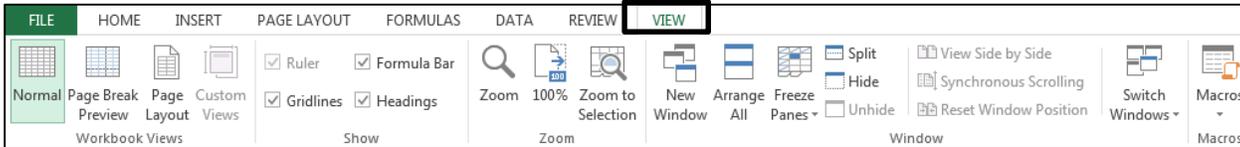


Command Tab Page Layout: Themes, Page Setup, Scale to Fit, Sheet Options, and Arrange.



Command Tab Formulas: Function Library, Defined Names, Formula Auditing and Calculation.



**Command Tab Data:** Get External Data, Connections, Sort & Filter, Data Tools, and Outline**Command Tab Review:** Proofing, Language, Comments, and Changes.**Command Tab View:** Workbook Views, Show, Zoom, Window, and Macros.

Content derived from Microsoft Office Support Documents via Microsoft.com.